

12 Oct 05

MEMORANDUM

THRU FEMA Legal,  JFO Louisiana

FOR Contracting Officer Technical Representative (COTR) JFO Louisiana

SUBJECT: DHOPS Policy/Process For Industry to Receive Travel Trailers (TT) in Parallel with All Other Eligible Applicants

1. Providing TT to industry under the Individual Assistance Program is being worked in parallel while providing all eligible applicants a temporary housing solution. Providing TT to industry workers and families enhances the effort to rebuild the local economy, assists individuals in returning to work, and provides equitable assistance to displaced residents. FEMA can provide travel trailers to assist with housing of displaced workers for industry in an expedited process under certain conditions: 1) the trailers have to be used to house both displaced workers and their families and 2) the industry is willing to accept certain responsibilities related to unit installation and maintenance. Outlined below are 2 options that can be used to meet industry needs, each of which has certain restrictions and differing responsibilities.

2. Process (enclosure 1):

a. Placement of units on Individual Private Sites: When utilities are present and a site is large enough to accommodate travel trailers, units will be placed at a site supplied by the displaced workers. The Industry will provide a list of employees to the LA Department of Economic Development (LDED) who forwards the list to LA Hurricane Housing Task Force (enclosure 2). Upon review, the list is forwarded to FEMA DHOPS for processing as individual Private Site Requests. FEMA DHOPS will update FRRATS and NEMIS with the necessary information required to issue the request to the appropriate contractor for action. Trailers provided to private sites will be delivered and installed by the FEMA contractor. The IA-TAC contractor will also sign-in the individual and return the sign-in forms to FEMA DHOPS. FEMA DHOPS will update occupancy information in FRRATS and NEMIS.

b. Placement of units on Industry Site: When sufficient private sites are not feasible to house all of an industry's displaced workers and families, FEMA will provide units for an industrial site with existing utilities and prepared surface which is provided by the Industry. The Industry must agree to accept the responsibility for installing the units, moving in the displaced workers and families and maintaining the units while on site. The Industry will provide a signed letter (enclosure 3) addressed to the FEMA Federal

FEMA JFO Louisiana DHOPS

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Coordinating Officer agreeing to these conditions prior to delivery of the units. The Industry will also provide a list of employees to be housed at the industry site to the LA Department of Economic Development (LDED) who forwards the list to LA Hurricane Housing Task Force (enclosure 2). Upon review, the list is forwarded to FEMA DHOPS for processing as a delivery only Work Order (WO). FEMA DHOPS will prepare and issue the WO to the appropriate contractor for action. The delivery contractor will hand receipt the trailers to industry. Industry will install the units and sign-in the individuals to the units. Individual occupancy information will be provided from industry through LDED to the LA Hurricane Housing Task Force. The occupancy information is forwarded to FEMA DHOPS for update of FRRATS and NEMIS.

3. A one page travel trailer request fact sheet describing the industry program is provided at enclosure 4.
4. Request the Louisiana COTRs provide this memorandum with enclosures to the appropriate IT-TAC contractors.

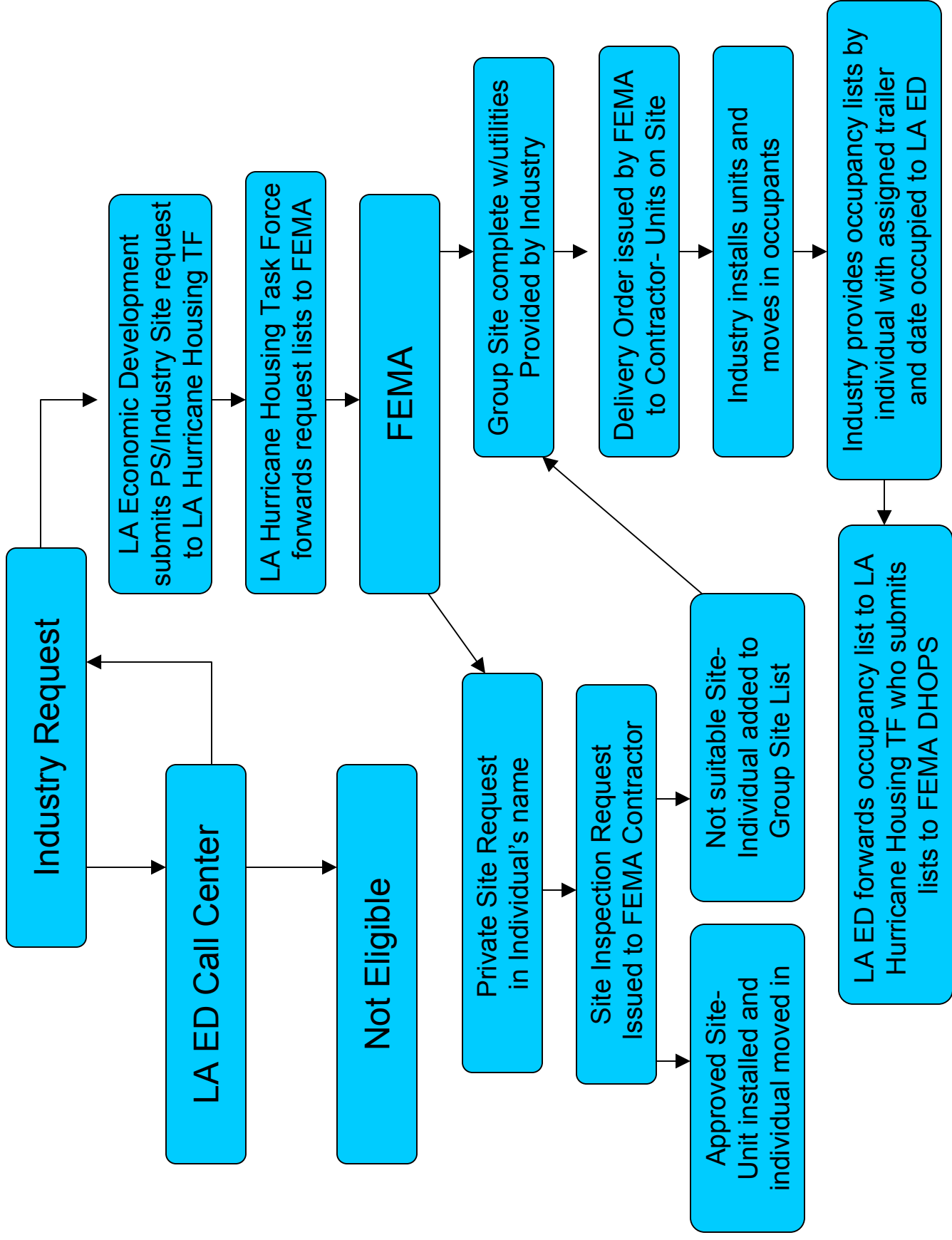


STEPHEN DE BLASIO  
Chief, Housing  
JFO Louisiana

Encls

1. Process –Flow Diagram
2. Copy of Industrial Private Site and Industry Site Employee Lists
3. Copy of Industry Letter to FEMA FCO
4. Copy of Industry FEMA Travel Trailer Request Fact Sheet

# Travel Trailer Housing From Industry



[illegible]

[illegible]

**SAMPLE PRE DELIVERY LETTER ON YOUR COMPANY LETTER HEAD**

**DATE**

Scott Wells  
Deputy Federal Coordinating Officer  
United States Department of Homeland Security- FEMA  
Joint Field Office DR-1603-LA  
415 N. 15<sup>th</sup> Street  
Baton Rouge, LA 70802  
Via Fax: (225) 379-3658

Dear Mr. Wells:

I am the **title** of **name of business**. I am writing to notify you that **name of business** has located a site that can be used to place **number of travel trailers** for **period of time** for use as temporary housing for victims of Hurricane Katrina and/or Rita. The site is located at **street address, city, state, zip**.

Initially I plan to offer any travel trailers that are placed on this site to employees of my company so we can re-start our business operations as quickly as possible. This housing is for my company's employees and their families, is an essential part of the process of providing temporary housing to disaster victims so they can return to work, and serves to protect and preserve the health and safety of the public.

In order to address this urgent situation we agree to provide (at no cost to the United States) the property identified above for the placement of travel trailers. We will provide all utilities necessary to support the units and will do all of the hook-ups required for water, sewage and electricity. We are also responsible for the on going maintenance for the travel trailer units.

Sincerely,

Name  
Title

Encl 3

### Industry FEMA Travel Trailer Request Fact Sheet

FEMA can provide travel trailers to assist with housing of displaced workers for industry in an expedited process under certain conditions: 1) the trailers have to be used to house both displaced workers and their families and 2) the industry is willing to accept certain responsibilities related to unit installation and maintenance. Outlined below are 2 options that can be used to meet industry needs, each of which has certain restrictions and differing responsibilities.

<b>Placement on Individual Private Sites - Fastest</b>	<b>Placement on Industry Site with Existing Utilities Industry installation – 2<sup>nd</sup> Fastest</b>
<ul style="list-style-type: none"> <li>• Used for Individuals who have a site large enough to place a TT and which has existing utilities (power, water, sewer) for TT tie-in</li> <li>• Industry provides to LA Economic Development the names, FEMA Registration #, individual contact phone numbers, feasible site address for TT placement, etc. per provided Private Site spreadsheet</li> <li>• LA Economic Development forwards list to LA Hurricane Housing Task Force who provides list to FEMA DHOPS.</li> <li>• FEMA processes TT request under the name of the individual, performing site inspection, unit transport and setup and moves in individual and family</li> </ul>	<ul style="list-style-type: none"> <li>• Used for employees who do not have a feasible site for individual placement</li> <li>• Industry provides site with existing utilities and prepared surface</li> <li>• Industry provides LA Economic Development with the delivery site address and POC, and the employee information to include the names, FEMA Registration #, individual contact phone numbers, etc. per provided Industry Site spreadsheet for all units to be placed on the industrial site</li> <li>• LA Economic Development forwards list to LA Hurricane Housing Task Force who provides list to FEMA DHOPS.</li> <li>• FEMA will process a “drag and drop” work order for delivery of the units to the industrial site</li> <li>• Industry is responsible for unit installation, moving in occupants and on-going maintenance to the units</li> <li>• Industry provides occupancy report with assigned units and occupancy dates to LA Economic Development</li> <li>• LA Economic Development provides occupancy information to LA Hurricane Housing Task Force who forward occupancy information to FEMA DHOPS</li> </ul>